

TRUST BOARD PART I – NOVEMBER 2012

Agenda Item Number: 203/12
Enclosure Number: (15)

Subject:	Board Annual Work Plan
Prepared by: Sponsored by: Presented by:	Peter Mellor, Company Secretary Peter Mellor, Company Secretary Peter Mellor, Company Secretary
Purpose of paper <i>Why is this paper going to the Trust Board?</i>	For Information / Awareness
Key points for Trust Board members <i>Briefly summarise in bullet point format the main points and key issues that the Trust Board members should focus on including conclusions and proposals</i>	Each Executive Director has submitted a list of agenda items which need to be scheduled on a regular/annual basis. This has then informed the Board Annual Work Plan.
Options and decisions required <i>Clearly identify options that are to be considered and any decisions required</i>	None. For information only.
Next steps / future actions: <i>Clearly identify what will follow the Trust Board's discussion</i>	Annual Work Plan to inform Trust Board agendas.
Consideration of legal issues (including Equality Impact Assessment)?	N/A
Consideration of Public and Patient Involvement and Communications Implications?	N/A

Trust Board – Annual Work Plan

Trust Board Date	PUBLIC	PRIVATE
	Paper	Paper
January	<ul style="list-style-type: none"> ➤ 6 Monthly Strategic Objectives Review ➤ Quarterly Quality Report ➤ National Cancer Survey action plan 	<ul style="list-style-type: none"> ➤ Self Certification
February	<ul style="list-style-type: none"> ➤ Draft Annual Business Plan 	<ul style="list-style-type: none"> ➤ Risk Register ➤ Self Certification
March	<ul style="list-style-type: none"> ➤ Final Annual Business Plan 	<ul style="list-style-type: none"> ➤ National Staff Survey ➤ Self Certification
April	<ul style="list-style-type: none"> ➤ Quarterly Quality Report ➤ DIPC Annual Report 	<ul style="list-style-type: none"> ➤ National Staff Survey ➤ Quality Accounts ➤ Self Certification
May	<ul style="list-style-type: none"> ➤ Inpatient Survey Report 	<ul style="list-style-type: none"> ➤ Risk Register ➤ Self Certification
June	<ul style="list-style-type: none"> ➤ Annual Paediatric Safeguarding Report ➤ Annual Adult Safeguarding Report 	<ul style="list-style-type: none"> ➤ Staff Survey - progress against identified actions ➤ Annual Governance Statement ➤ Annual Accounts ➤ Annual Report ➤ Self Certification
July	<ul style="list-style-type: none"> ➤ Annual Health & Safety Report ➤ Quarterly Quality Report ➤ 6 Monthly Strategic Objectives Review ➤ Annual Staff Health and Well-being Report ➤ Annual Complaints Report 	<ul style="list-style-type: none"> ➤ Self Certification
August		<ul style="list-style-type: none"> ➤ Risk Register ➤ Annual General Meeting ➤ Self Certification
September		<ul style="list-style-type: none"> ➤ Annual Leadership and succession planning Report ➤ Self Certification
October	<ul style="list-style-type: none"> ➤ Annual Audit Letter ➤ Quarterly Quality Report 	<ul style="list-style-type: none"> ➤ Self Certification
November		<ul style="list-style-type: none"> ➤ Annual Learning & Education Report ➤ Risk Register ➤ Self Certification ➤ Progress against Staff Survey Action Plans
December		<ul style="list-style-type: none"> ➤ Charitable Funds Accounts ➤ Self Certification